

Invoice Cost Explanation

Date: [Insert Date]

Invoice Number: [Insert Invoice Number]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

Thank you for choosing our services. This letter is to provide an explanation of the costs detailed in your invoice.

Invoice Breakdown:

- **Service Description:** [Description of Service]
- **Hourly Rate:** \$[Hourly Rate]
- **Total Hours:** [Total Hours Worked]
- **Subtotal:** \$[Subtotal]
- **Taxes:** \$[Tax Amount]
- **Total Cost:** \$[Total Amount]

If you have any questions regarding the costs or the services provided, please do not hesitate to reach out.

Thank you for your understanding and prompt payment.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]